

**CITY OF HELOTES
EXTERNAL JOB ANNOUNCEMENT
FIREFIGHTER/PARAMEDIC-Full-Time**

OPENING DATE: July 11, 2016
DEPARTMENT: Fire
FLSA STATUS: Non-Exempt
SALARY RANGE: \$41,134-\$42,431
Open until Filled

JOB SUMMARY:

Under the direct supervision of the Incident Commander, shift Fire Captain and/or Medical Director, working on a 24 hour shift; controls and extinguishes fires, protects life and property; administers emergency medical treatment by providing definitive care at the scene of an accident or illness and does related work as required.

ORGANIZATIONAL RELATIONSHIPS:

Uses tact, diplomacy, discretion and a helpful attitude in all contacts with the public and other employees; communicates effectively and courteously with the public, council, and coworkers in person, in writing and by phone.

ESSENTIAL JOB FUNCTIONS:

- Responds to fires, fire alarms, emergency medical service calls and other emergency calls.
- Provides emergency medical care at the scene of illness or injury.
- Performs triage and assures safe transport.
- Performs hazardous tasks under emergency conditions which may require strenuous exertion while caring for critically ill and injured people.
- Performs fire suppression functions including rescue, deploying and operating hose, ventilate roofs.
- Performs salvage work after fires and other related tasks associated with fire suppression.

- Operates emergency medical, to include advanced life support, fire and rescue equipment in a safe manner.
- Performs rescue or rescue support functions at scenes requiring technical rescue, such as water/swift water rescue, confined space rescue, trench rescue, vehicle extrications, vertical rescue, building collapse or rescue from other types of entrapment.
- Inspects, cleans and maintains apparatus, equipment, quarters and grounds.
- Conducts inspections of businesses and hydrants to ensure compliance with City ordinances pertaining to fire prevention codes.
- Conducts pre-incident evaluations and develop plans for emergency responses to these properties.
- Participates in and occasionally conducts fire and EMS training classes and drills.
- Studies technical materials on equipment operation, fire suppression, rescue, EMS, hazardous materials and fire prevention to improve or maintain an effective level of performance.
- Performs related duties such as physical training.
- Studies maps to learn the district assigned as necessary.
- Uses and maintains safety equipment as required by departmental regulations.
- Works effectively as a team member.
- Reads, writes and understands written instructions, reports and documents.
- May be required to perform other duties as assigned.

OTHER IMPORTANT DUTIES:

- May be required to drive and operate fire apparatus including operating pump and assigned equipment.
- Operates special computers, instruments and communications equipment.
- Conducts station tours and other lectures/demonstrations.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of the human body and its systems.
- Knowledge of applicable traffic laws.
- Knowledge of the medical-legal aspects of this position and clients rights.
- Knowledge of safety and security procedures to allow duties to be carried out in hostile environments.

- Knowledge of the territory in the service area and medical facility locations and classifications.
- Knowledge of emergency driving techniques.
- Knowledge of maintenance and use of supplies.
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- Knowledge of operation and maintenance of fire fighting, rescue, hazardous materials and EMS equipment.
- Knowledge of City ordinances and codes pertaining to fire safety.
- Knowledge of City's water supply system, fire hydrant locations, layout of streets and special or built-in hazards they pose.
- Knowledge of principles, equipment, technical information and practices in fighting residential, commercial and open space fires.
- Knowledge of operation and maintenance of firefighting equipment and other specialized equipment used by the department.
- Ability to maintain Paramedic level certification or licensure.
- Ability to deal appropriately with people in stressful situations.
- Ability to display good judgment while under stress.
- Ability to keep records and prepare reports.
- Ability to communicate and understand oral and written instructions and directions.
- Ability to reason abstractly using medical concepts.
- Ability to take effective action in emergency situations.
- Ability to maintain emotional stability to perform hazardous duties during emergency medical, firefighting, rescue and hazardous materials responses while under stress.
- Ability to maintain physical endurance and agility.
- Ability to practice sound safety and work habits.
- Ability to remain eligible to drive under the City's driver evaluation program is required.

QUALIFICATIONS:

- Must be able to converse fluently/read in English.
- Must have no history of criminal or improper conduct, which may affect suitability for fire service/EMS work.
- Must not have been convicted, placed on deferred adjudication, probation or any type of court ordered supervision for any felony under laws of Texas, another state or the United States.

- At the time of application, must not be on probation, community supervision, deferred adjudication or any type of court ordered supervision for any criminal offense.
- All other arrests and convictions are evaluated on an individual basis based on the nature and gravity of the offense, time passed since the conviction and/or completion of sentence.
- Any and all prior military service is required to have resulted in at least an under honorable conditions discharge.

EDUCATION & EXPERIENCE:

- High School Diploma or GED.
- Associates Degree in Fire Science/EMS/Emergency Management is preferred.

CERTIFICATES & LICENSES:

- Must have or immediately obtain Texas Commission on Fire Protection (TCFP) Firefighter certification.
- Texas State Department of Health Services Emergency Medical Technician Paramedic certification or license is required.
- Must possess and maintain a Texas Motor Vehicle License.
- Must possess and maintain a Texas Class “B” Commercial Vehicle Operator's License within one year of employment.
- All required certifications and licenses must be current and valid.

PHYSICAL REQUIREMENTS:

- May be required to carry, hold, lift, push and pull a minimum of 100 lbs.
- Maintains physical activity over prolonged periods of time including standing attacking a fire, walking, kneeling and stooping in awkward positions.
- Climbs ladders and works at considerable heights while supported by ladder or ropes.
- Maintains appropriate uniform and acceptable personal hygiene.
- Must not pose a threat to the health and safety of self or others.
- All employees are subject to random drug testing.

WORK ENVIRONMENT:

- Works in close/confined spaces safely.
- Works in and performs rescue and emergency care at hazardous materials scenes, disasters, mass casualty situations, or where weapons of mass destruction have been used or may be present.
- Works in an outdoor environment subject to extreme temperatures and inclement weather, and intermittent exposure to dust, fumes and loud noise intensity.
- Wears/uses self-contained breathing apparatus and/or air purifying respirators and other personal protective and chemical protective equipment as required.

WORK HOURS:

- Works on a shift of 24 hours on duty and 48 hours off duty.
- Required to work a flexible schedule to include evening hours, weekends, and holidays and respond to emergencies while off duty and "fill-in" as needed.
- May be assigned other work schedules as needed.
- Must report to work on time and remain on duty for the duration of the assigned work schedule.

This job description is not an employment agreement or contract.

Management has the exclusive right to alter this job description at any time without notice.

THE CITY OF HELOTES IS AN EQUAL OPPORTUNITY EMPLOYER

See City of Helotes website for application. Submit with resume to jhenckel@helotes-tx.gov. Also accepting application and resume by regular mail, or fax#210-695-6520